

VACANCY NOTICE
F4E/FO/AD/2011/0138
(Permanent Post – AD 9/10)

POSITION TITLE	ADMINISTRATIVE ADVISOR TO THE DIRECTOR (F/M)
GRADE	AD 9/10
LOCATION	BARCELONA, SPAIN
CLOSING DATE FOR APPLICATIONS	11/11/2011

1. THE ORGANISATION

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' or F4E) plays a key role in realising fusion as a possible future source of energy by providing the European contributions to the ITER International fusion energy project and the Broader Approach Agreement with Japan as well as by preparing for the construction of a demonstration fusion reactor.

In its role as the Euratom Domestic Agency for ITER, F4E:

- Oversees preparation of the ITER project site in Cadarache, France;
- Provides in kind components, equipment, materials and other resources to ITER;
- Manages procurement arrangements with ITER ;
- Coordinates Euratom's participation in the scientific exploitation of ITER;
- Provides for the implementation of R&D activities in support ITER;
- Provides Euratom's financial contribution to ITER;
- Provides arrangements to make human resources available for ITER.

In its role as the Implementing Agency for the Broader Approach Agreement with Japan, F4E:

- Provides components, equipment and other resources for the Broader Approach (BA);
- Coordinates Euratom's participation in the Broader Approach implementation ;
- Provides for the implementation of associated R&D activities;
- Provides the Euratom financial contribution to the Broader Approach;
- Arranges to make human resources available for the Broader Approach.

In preparation for the construction of a demonstration fusion reactor (DEMO) and related facilities including the International Fusion Materials Irradiation Facility (IFMIF), F4E will implement a programme of research, development and design activities.

For further information about the structure and tasks of F4E, please consult the website at <http://fusionforenergy.europa.eu>

2. CONDITIONS OF EMPLOYMENT

This publication concerns a permanent position and, therefore, the candidate **must** be an **EU official in an EU Institution or Agency / Body**.

The place of employment is Barcelona, Spain.

Given the need of the organisation and upon the agreement of the candidate, the place of employment might also be any of the other F4E working places: Garching (Germany) or Cadarache (France).

3. JOB DESCRIPTION - RESPONSIBILITIES

Reporting directly to the Director, the Administrative Advisor will provide the Director with sound administrative and strategic advice to ensure an efficient management of the organisation and the best use of its resources. He/she will also assist the Director in the overall management of F4E activities by acting as secretary of the Senior Management Meeting and other coordination meetings chaired by the Director.

In addition, the Administrative Advisor will take the lead in relation to organisational improvement. He/she will help the Director to develop the improvement plans, will coordinate the work to implement them, and will draft the progress reports for external bodies; in some cases acting as the 'change manager'.

The Administrative Advisor will also assist the Director in creating and maintaining a corporate culture consistent with the organisational improvements.

The successful candidate will, among other tasks:

1. Advise the Director with sound administrative and strategic advice ensuring an efficient management of the organisation and the best use of its resources;
2. Assist the Director in the F4E development and implementation of the Improvement Plans in particular by coordinating the activities of the Task Force ensuring that the new structure, the project management work, the financial system and all related processes are put in place also to prepare regular progress reports and presentation on the implementation of the Improvement Plans for the external bodies (Governing Board, European Council, etc.);
3. Assist the Director in the preparation of the Senior Management Meetings and other specific coordination meetings. Prepare the meetings, write the minutes and ensure a proper follow up of the actions.
4. Coordinate all the activities in relation to the organizational structure and its improvements (Organization chart, Mission Statement, Internal Management System, financial and administrative delegations, Staff allocation, Promotions exercises, etc),
5. Assist the Director by monitoring the overall follow up of the recommendations of the Audit reports (Court of Auditors, Internal Auditors, Discharge, etc.);
6. Develop and maintain regular contacts with the Heads of Departments in order to support them in the preparation of the decisions to be taken by the Director in administrative, organizational and financial matters;
7. Assist the Director in other administrative activities contributing to the F4E annual Staff Policy Plan, the Resources Estimate Plan, the annual Draft Budget, etc.;
8. Coordinate the relations with the Staff Committee in all areas dealing with organisation, social and personnel issues at the Director's level.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

- Being an established EU official at grade AD 9/10 in a EU Institution or Agency/Body;
- At least 3 years of proven professional experience in relation to the tasks mentioned under point 3;
- Proven professional experience in the implementation of organization changes and its processes;
- Experience and knowledge of Management system and its tools;
- Experience in inter-institutional relations;
- Knowledge of Organisational and staff issues within the EU Institutions framework;
- Good command of both written and spoken English, the working language of ITER Project.

Knowledge and/or experience of the following will be advantageous:

- Excellent knowledge of the Staff Regulations, and the HR implementing rules, internal rules and Financial Regulations;
- Knowledge of the management supervision method in the frame of EU institutions;
- Very good analytical and problem solving capabilities;
- Capacity work under pressure and to manage high level of discretion for confidential work and information.

5. SELECTION PROCESS

A Selection Board will be set up for the selection process.

The eligibility of candidates will be assessed by the board according to compliance with all formal requirements by the closing date for the submission of applications.

On the basis of the CV and taking into account this notice of vacancy, the Selection Board will decide which are the candidates best suited to be invited for an interview, which will be held mainly in English.

The interview sessions will be held in Barcelona, Spain, and candidates will be evaluated by the Selection Board.

When possible, a list of the most suitable candidates will be transmitted to the Appointing Authority, who will appoint the successful candidate.

As soon as this decision is taken, all candidates will receive an information letter.

The present vacancy notice is subject to the availability of budget and posts in the establishment plan of the Joint Undertaking, as decided by the EU budgetary authority.

Please note that applications will not be returned to candidates but will be kept on file by 'Fusion for Energy'. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

If at any stage of the procedure it is established that any of the information a candidate provided is incorrect, this candidate will be disqualified.

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning this selection procedure will be in English.

6. GENERAL INFORMATION

Commitment to promote equal opportunities

'Fusion for Energy' is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

Approximate timetable

As a rough guide only, the selection procedure can take up to 3 months after the closing date for submission of applications.

Communication with applicants

Taking into account the nature of the duties, and in order to facilitate the selection process, all communications to candidates concerning the selection procedures will be by email and in English only. Applicants are advised to check their e-mail regularly to see whether they have received any communication and also update their profiles in the e-recruitment tool in the event of any change in their contact details. All enquiries or requests for information or documentation in relation to selection procedures should be addressed to 'Fusion for Energy' HR Selections Team by e-mail to:

hr-selections@f4e.europa.eu

Reimbursement of travel expenses

Travel expenses incurred for interviews will be reimbursed by 'Fusion for Energy' according to its rules for the reimbursement of travel expenses sent along with the letter inviting to an interview.

Protection of personal data - Privacy notice

'Fusion for Energy' as the body responsible for organizing the selection process, will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. Personal data shall be processed solely for the purpose of the selection procedure.

Applicants have the right to access and rectify their data. To update your CV and/or Motivation Letter and rectify any incorrect or inaccurate data, please login into your e-recruitment profile **before the deadline for submission of the applications elapses**.

After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only.

Should the applicant have any query concerning the processing of his/her personal data, he/she shall address them to the following address: Resources-Controller@f4e.europa.eu

Appeal and Complaint procedures

Applicants that consider that he/she has been adversely affected by a particular decision regarding this selection can lodge a complaint. For further details on how to proceed, please consult the appropriate document published on our website.

7. SUBMISSION OF APPLICATIONS

The online application process starts upon clicking "**CLICK TO APPLY**" next to a vacancy of your interest on the Open Positions page:

<http://fusionforenergy.europa.eu/careers/vacancies/Default.aspx>

Applicants must register their applications online through the F4E E-recruitment tool by creating a valid F4E user account and submitting the documents mentioned below.

Please note that the online e-recruitment application tool is the only acceptable means of sending in job applications. Applicants are responsible for keeping their e-mail addresses and personal details up to date in their profile in F4E online application tool.

The mandatory fields in the profile marked with an asterisk should be duly filled in and the candidates are requested to submit the following 3 documents:

- A detailed curriculum vitae in **European format in English** (that can be obtained at the following address:
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>
- A motivation letter of 2 pages maximum in English
- **Proof of your seniority in grade and step**

Applications must be complete and validly submitted by the closing date for submission of applications

no later than 11/11/2011 at 12h00 noon, Barcelona GMT+1.

Please, note that only complete applications containing the above mentioned documents and information required and submitted on time will be taken into account.

In case you encounter technical problems when trying to submit your application via the e-Recruitment tool, please make a screenshot and send it to:

e-recruitment@f4e.europa.eu

It is the responsibility of the applicant to inform 'Fusion for Energy' about any technical problem without delay within the deadline mentioned above.